



# TOWN of BROOKLINE

## *Massachusetts*

HUMAN RESOURCES OFFICE  
333 Washington St. Room 211  
Brookline, MA 02445  
(617) 730-2120  
[www.brooklinema.gov](http://www.brooklinema.gov)

Sandra A. DeBow  
Human Resources Director

To: Benefit Eligible Active Employees

From: Christopher P. McLaughlin, Benefits Administrator

Date: March 22, 2013

RE: **New Voluntary Life and AD&D Program**

---

The Town of Brookline and Boston Mutual Life Insurance Company are pleased to announce a new benefit for our benefit eligible active employees, a group Voluntary Life and AD&D program. This new program will allow employees to purchase additional Life and AD&D coverage above and beyond the \$5,000 Basic program the Town offers to its employees currently. Employees may purchase increments of \$10,000 of coverage up to a maximum of either the lesser of 5 times their annual salary or \$500,000. Employees may also purchase coverage for their spouse and dependents through the new Voluntary program.

Please note that during this open enrollment, employees under age 60 may purchase up to \$100,000 of coverage on a guaranteed issue basis, meaning they will not have to produce evidence of medical insurability. Employees wishing to apply for coverage above the guaranteed issue amount may do so by completing the evidence of insurability application. All other employees do not have to complete the evidence of insurability application.

The Town will be accepting enrollment forms for this new Voluntary program during this year's open enrollment period. Please note that all employees that do not currently have the Basic coverage may take this open enrollment period to sign up for the \$5,000 Basic plan without having to prove medical evidence of insurability. Also note that in order to enroll in the Voluntary program, employees must have the Basic coverage.

Representatives from Boston Mutual will be available for questions during our Town's Wellness Fair on April 11<sup>th</sup> at the Town Hall. Additional times for times for Information Sessions will be released shortly.

**All forms will be available during Open enrollment, April 10<sup>th</sup> to May 8<sup>th</sup>, in the Town's Human Resources Office. Please contact myself at (617) 730-2117 with any questions.**